

EMPLOYMENT OPPORTUNITY ANNOUNCEMENT

DEPARTMENTS OF THE ARMY AND AIR FORCE
OFFICE OF THE ADJUTANT GENERAL
NORTH CAROLINA NATIONAL GUARD
HUMAN RESOURCES OFFICE
4105 REEDY CREEK ROAD
RALEIGH, NORTH CAROLINA 27607-6410

ANNOUNCEMENT #: ARNGT 05-329

OPENING DATE: 28 October 2005

CLOSING DATE: 14 November 2005

ANTICIPATED FILL DATE: 25 Dec 05

POSITION TITLE AND NUMBER

Public Affairs Specialist (Exc Indef)
PDCN R8575000, MD # 1210-402

UNIT/ACTIVITY AND DUTY LOCATION

JFHQ-NC-Public Affairs Office
NCARNG, Raleigh, North Carolina

GRADE AND SALARY(Includes Pay Adj of 11.72%)

GS-0186-06 \$30,731.00 - \$39,951.00 per annum

EMPLOYMENT STATUS

Excepted Service

WHO CAN APPLY: The area of consideration for this announcement is the STATEWIDE. Applications will only be accepted from current Excepted employees of the North Carolina National Guard, current military members of the North Carolina National Guard and individuals who are eligible and willing to enlist in the North Carolina Army/Air National Guard.

HOW TO APPLY: Interested applicants may apply by submitting an Application for Federal Employment (Standard Form 171), Optional Application for Federal Employment (Optional Form 612), resume or any other form of application. It is required that the Knowledge, Skills and Abilities (KSA) listed below be addressed and attached to the application. The application and KSA Statement should be mailed to the North Carolina National Guard, ATTN: JFHQ-NC-HRO, 4105 Reedy Creek Road, Raleigh, NC 27607-6410. It must be received not later than the closing date or if mailed postmarked by the closing date. **NOTE: Information that must be provided when applying for a technician position is as follows: announcement number; name; address; telephone number; social security number, date of birth; citizenship; education; work experience; and other job-related qualifications. For more information, call 1-800-621-4136 ext. 6172 / 6431**

QUALIFICATION REQUIREMENT: Must have 9 months specialized experience for the GS-06 which demonstrates that the applicant has acquired the below listed KSA's.

KNOWLEDGE, SKILLS ABILITIES (KSA'S)

Below are listed the five KSA's for this position. Each applicant must prepare a separate (plain paper) listing to address all KSA's and explain the civilian and military work experience (with dates) that provided that KSA. These comments must be addressed in the order they appear below and attached to the application/reume when applying for the position. Failure to include attachment of the KSA Statement will result in your application not being considered for employment. **ASSISTANCE IN COMPLETING THE KSA STATEMENT MAY BE OBTAINED BY CALLING -1-800-621-4136 ext. 6172 / 6431.**

1. Knowledge of principles and methods of written and oral communication.
2. Skill in writing news releases and routine events of non-controversial topics.
3. Ability to gather information from meetings and special groups.
4. Ability to respond to request for information.

CONDITIONS OF EMPLOYMENT: 1. Occupants of this position must maintain continuous military membership in the North Carolina Army National Guard (NCARNG). NCARNG status (military grade, MTOE or TDA assignment, MOS/SSI, military unit) and experience must be entered on the application. The recommended applicant will not be approved for appointment until they occupy a compatible MOS in the NCARNG shown under Military Assignment below. 2. The applicant selected for this position will be required to participate in the Direct Deposit/Electronic Fund Transfer Program. 3. The recommended applicant will not be approved for appointment until the appropriate physical examination is completed.

MILITARY ASSIGNMENT: Assignment to a compatible Enlisted position in the NCARNG/NCANG is mandatory. (CMF: 71 (except 73C, 73D, 73Z))

EVALUATION FACTORS USED: Personal interviews, review of application and the KSA Statement. (KSA statement will be reviewed by the Personnel Staffing Specialist and evaluated by the interview panel to determine the best qualified.)

PRINCIPAL DUTIES AND RESPONSIBILITIES: This position is located in the Public Affairs Office, State Headquarters. Its purpose is to provide clerical and administrative support to the Public Affairs Office and to maintain and support public affairs activities in the state. Maintains contact with all forms of media (including AP and UPI) for dissemination of information. Researches, edits, writes and processes information for release to local, state and national media representatives. Prepares press releases. Responds to official inquiries about National Guard tapings. Prepares official monthly report on the events and happenings in the State. Prepares military programs, invitations, news releases, newsletters and agenda for National Guard events. Prepares biographies for senior officers or for special events. Responds to private or public requests for tours or information on current, past or future military programs. Responds to requests for flags, patches, photographs or similar items. Types correspondence, keeps office files, maintains publication library and answers phone. Provides all clerical, administrative and typing support of the office. Keeps appointment calendar for supervisor. Prepares travel requests or makes travel arrangements.

INSTRUCTIONS TO COMMANDERS/SUPERVISORS: This position vacancy announcement will be given the broadest possible dissemination. A copy of this announcement will be posted to your unit/activity bulletin board.

ADDITIONAL INSTRUCTIONS: 1. Participants in the Selected Reserve Incentive Program will be administered as prescribed by NGB Pamphlet 600-15. 2. Applicants are requested to identify, on a separate sheet of paper, their race and national origin from one of the following categories: Male or female; American Indian or Alaskan native; Asian or Pacific islander; Black, not of Hispanic origin; Hispanic; White, not of Hispanic origin. Submission of this information is voluntary and will be used in support of the NCNG Equal Employment and Affirmative Action Programs. 3. A permanent change of station (PCS) will not be authorized for the individual selected for this position unless agreed upon in advance by HRO and a PCS order is prepared prior to effective date. 4. Males born on or after 1 January 1960 must be registered with the selective service in order to be considered for federal employment. 5. This position is to be filled indefinite. Individual selected may be terminated from employment upon receipt of a 30 day notice if shortage of funds or workload so dictates. Selected individual will be eligible for retirement and insurance benefits. Selected individual may be non-competitively converted to a permanent status if this position becomes permanently funded.

DISTRIBUTION:

A, B-3, C-3, G-40, H-3, J-3, K-3, M, N-20, P-11, Q, W-2, Y-2, R: HRO-1, AGAV-3, AGCS-3, DCSANG-3, DCSLOG/G4-6, DCSOI-3, DCSPER-3, FMCB-2, IG-2, SCSM-2, SRAA-2, VCSOP-3